

JOB DESCRIPTION

Position Title: Sr. Coordinator Airport Grants and Finance		Date:
Position Level: 9	FLSA Status:	Class Code:

GENERAL DESCRIPTION

Responsible for grant and financial tasks pertaining to the Key West International Airport and the Marathon Airport, including Federal Aviation Administration and Florida Department of Transportation Grants and grant projects.

KEY RESPONSIBILITIES

1. Administer FAA and FDOT grants. *
2. Assists in planning of grant projects.
3. Prepare Key West Airport budget for Airport Director's approval. *
4. Assist in maintaining JACIP computer based program.
5. Process airline bills on a monthly basis. *
6. Prepare the FAA Annual Financial Report, PFC Quarterly Reports, and FAA Quarterly Grant Reports.*
7. Process grant invoices for payment. *
8. Develop and maintain and use spreadsheets to maintain financial data and generate reports.
9. Process requests to purchase, and Purchase Orders.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Key Job Requirements

Education: Vocational or Technical School required.

Experience: 3 to 5 years

Impact of Actions: Makes recommendations or decisions which affect the assigned department.

Complexity: Analytic: Work is non-standard and widely varied requiring interpretation and application of a substantial variety of procedures, policies and/or precedents. Frequently, the application of multiple, technical activities is employed, therefore analytical ability and inductive thinking of required. Problem solving involves identification and analysis of diverse issues.

Decision Making: Complex supervision is present to review established department objectives. Independent judgment is required to evaluate new approaches to problem solving, and assess changing facts or conditions.

Communication with Others: Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contacts with officials at higher levels on matters requiring cooperation and explanation.

Managerial Skills: Involves little or no responsibility or authority for the direction of others.

Working Conditions/Physical Effort: Normal office situation. Occasionally may require travel to other County locations.

On Call Requirements: Pending disasters

Other: Previous experience in airport grants and finance is helpful.

APPROVALS

Department Head:

Name: _____ Signature: _____ Date: _____

Division Director:

Name: _____ Signature: _____ Date: _____

County Administrator:

Name: _____ Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____